

MERCHANT MARINERS DOCUMENT

Entry Level Renewal

REFERENCE GUIDE

REGIONAL EXAMINATION CENTER, SAN FRANCISCO BAY

Coast Guard Island, Building 14
Alameda, California 94501
(510) 437 5381 FAX: (510) 437-3096

OFFICE HOURS

OPEN: Monday through Thursday 8:00 am - 11:30 am, 12:30 pm - 4:00 pm
Fridays 09:00 am - 12:00 pm

CLOSED: Last Friday of every month & Saturdays, Sundays, Federal Holidays.

VISIT the Coast Guard's Licensing home page,: www.uscg.mil/stcw

Please review this entire handout before submitting your application. Following the directions in this handout will help to avoid delays in the process which are typically caused by incomplete applications.

DIRECTIONS TO THE COAST GUARD MARINE SAFETY OFFICE

When traveling on Hwy 80 West (from locations north of the San Francisco Bay area), take Hwy 580 West to Hwy 980 West (Oakland) to Hwy 880 South (San Jose). While on Hwy 880 South, take the **16th Avenue Embarcadero** exit. At the stop sign at the end of the exit ramp, turn left onto the Embarcadero, follow it for a distance of about 1 mile to Dennison Street. You will see a green sign with an arrow pointing right to Coast Guard Island. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. *The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

When traveling on Hwy 880 North (Oakland), from locations south of the San Francisco Bay area, take the **5th Avenue Embarcadero** off ramp exit. Go underneath the Hwy 880 overpass to the stop sign. At the stop sign, turn left onto the Embarcadero. Follow it for a distance of about 1 mile to Dennison Street. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

***Note:** In order to bring your vehicle onto the base, you must have a valid Merchant Mariners Document, a drivers license, vehicle registration, and proof of insurance. If you do not have the required vehicle documents, you may park off the base and walk to Building 14 after checking in with the gate guard.

BART - Take the FREMONT or PLEASANTON Line to the Oakland FRUITVALE Station. You can then take a taxi from the BART station to Coast Guard Island.

APPLICATION CHECKLIST

ALL APPLICATIONS:

- ✂✂ CG-719B Application – enclosure 1
- ✂✂ CG-719K/E Physical Examination Report – enclosure 2, (completed within the past 12 months)
- ✂✂ Report of Chemical Drug Test – enclosure 3 (completed within the past six months)
- ✂✂ Merchant Mariner's Document Set Up Form – enclosure 4
- ✂✂ Two recent passport-style photographs (if applying for a document or an STCW-95)
- ✂✂ Front and back copy of current document
- ✂✂ Appropriate payment – **\$95.00**

“TOP REASONS”

CG MMD APPLICATIONS ARE DELAYED:

1. Drug screen. Drug screens are often rejected because they do not contain the Medical Review Officer's signature or a copy is received instead of the original.
2. National Driver Registry. National Driver Registry is Section V. If the National Driver Registry is not signed the application will be returned for correction.
3. Physical Exam. If the Merchant Marine Personnel Physical Examination Report is not complete it will be returned for correction.
4. User Fees. Renewal is \$95.00. If the check or money is not for the correct amount it will be returned and renewal process will be halted until correct amount is received
5. Current Document. If a document is being **renewed**, a copy (front and back) of the current document must be provided with the application
6. Written Statement. If an application is initialed “YES” in Section III, a written statement is required. Simply stating “on file” will not suffice.

Read all forms carefully. Print legibly or type all information on the forms with the exception of your signature. Enter all information in full; do not use abbreviations. If a block or section does not apply to you, place "N/A" in it.

**** THIS OFFICE ONLY ACCEPTS ORIGINAL COPIES OF ALL DOCUMENTS LISTED PHOTOCOPIES OR FAXES WILL “NOT” BE ACCEPTED. ****

The following forms are required to complete this package:

**Universal Application Form
Drug Testing Form
Picture and Signature Form**